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7 April 1964

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Medical Staff

SUBJECT : Supervisory Responsibilities Program

1. As you know, the first running of the course for all supervisors will be presented on Friday, 10 April 1964, in the auditorium.

2. It will be necessary for us to evaluate this presentation very carefully in order to determine what changes are desirable for successive presentations for other DD/S supervisors and also to determine whether this or some other supervisor reindoctrination course would be more appropriate for the remainder of the supervisors in the Agency.

3. We will look to the DD/S Office Heads to provide the Director of Training not later than 20 April 1964 with a summary critique representing the views of the supervisors from their respective components. We are interested in any constructive comments you may have to offer. As a minimum, however, they should include the reaction of your supervisors as to whether the substance of the course should be expanded, reduced, or changed in some other way. Is the course too long or too short? If either, what suggestions do you have for changes in the schedule? What was the general reaction of your supervisors to this presentation? Did they find it merely useful, extremely useful, or was it a waste of time? Was it worth the time and effort taken to present and attend? Was there a pattern of reaction among your supervisors? For example, was there a general reaction that could be attributed to senior supervisors as opposed to junior supervisors?

4. I leave entirely to your discretion what internal procedures you establish within your office to ensure that your individual supervisors critique this presentation in such a way as to enable you to comply with this directive.

/a/

SEE REVERSE FOR DECLASSIFICATION ACTION.

L. K. White  
Deputy Director

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